United Nations ST/IC/2010/20

Secretariat

25 June 2010

Information circular*

To: Members of the staff at Headquarters

From: Security and Safety Service, Department of Safety and Security

Subject: **Arrangements for admission to the United Nations Headquarters during the visit of Her Majesty Queen Elizabeth II and His Royal Highness the Duke of Edinburgh on 6 July 2010**

1. The present circular describes the arrangements that will be in effect at the United Nations Headquarters for admission to the premises during the visit of Her Majesty Queen Elizabeth II and His Royal Highness the Duke of Edinburgh on Tuesday, 6 July 2010.

2. The United Nations Headquarters premises will be closed to the public during this period. Regular guided tours will be suspended. Staff members are requested to schedule any appointments with visitors and guests at locations away from the Headquarters site. Deliveries and messenger services, which would normally arrive at the Information Desk in the United Nations Visitors' Lobby, should be redirected to the lobby of the DC-1 Building at 44th Street and First Avenue. Staff members should make arrangements accordingly.

3. The premises will reopen to the public at 9 a.m. on Wednesday, 7 July 2010, and guided tours will resume a regular schedule at that time.

4. During the period of the visit, individuals holding temporary (non-photo) passes, recreational club passes and courtesy passes (with the exception of Protocol courtesy passes) will not be given access to the General Assembly Building. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard. During this period, all bags entering the United Nations complex will be subject to search.

Access through the Delegates' Entrance

5. The pedestrian entrance for delegates at 45th Street and First Avenue will be intermittently closed to normal use. The 46th Street and First Avenue entrance will be available for use by Permanent Representatives and senior United Nations officials bearing gold-coloured building passes, who will be able to enter through the Canadian doors to the Visitors' Lobby and proceed to the General Assembly Hall.

* Expiration date of the present information circular: 7 July 2010.

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Access for staff members, representatives of non-governmental organization retirees, affiliates and interns

6. Representatives of non-governmental organizations, affiliates, retirees interns will use the 42nd Street entry point and will be directed to security scre at the Secretariat entrance, as needed. In order to proceed to the North Building, they will be required to take the East River walkway.

7. All delegates and staff members will be able to access the North Building through the 47th Street and First Avenue pedestrian entrance. How staff members and delegates wishing to proceed to the General Assembly Bu will be required to pass through the visitors' screening tent.

8. Members of the media who are not yet accredited will be required to go Pass and Identification Office, Media Liaison Section. Accredited members media will enter the United Nations Visitors' Lobby at 46th Street and First Av after screening at the security tent. Upon entering the lobby, they will be guid the Security Council staging area in the first basement, which will be the desig media centre. Thereafter, all members of the media proceeding to the va restricted areas will be escorted by members of the Media Accreditation Liaison Unit.

Access to restricted areas

9. Delegates and staff members will be screened prior to their entry int General Assembly Hall area. Delegates wearing their United Nations grounds p will have access to the General Assembly Hall without a secondary access Staff members entering the General Assembly Hall will be required to wear United Nations grounds passes together with the secondary access card for the fourth session of the General Assembly. Building passes and secondary passe subject to verification by security officers and must be worn prominently o outer clothing of the bearer at all times.

10. Delegates, after queuing at the screening tent, will utilize the ceremonial and the east side elevators to access the second floor of the General Asse Building. Courtesy tickets for the guests invited to the third and fourth balc will be issued through the Protocol and Liaison Service.

11. Members of the media and non-governmental organizations will be acc access to the fourth balcony seating areas of the General Assembly Hall presentation of their United Nations building passes and tickets issued b Department of Public Information/Department of Economic and Social Affairs.

12. Staff members will be allowed to gain access to the fourth balcony presentation of their United Nations building passes and special event tags. queuing at the screening tent, staff will enter the United Nations Visitors' l area and utilize the General Assembly elevators (east side).

Closure of First Avenue

13. It is anticipated that the area in front of the United Nations along First A from 42nd Street to 46th Street will be subject to brief freezes of all veh traffic, with the exception of identified motorcades, during the movements

VIPs. Delegations and staff members may cross First Avenue at 42nd Street a
46th Street, upon presentation of their building passes.

Vehicle security checks

14. All vehicles entering the garage are subject to search. Limitations on vehi
contents are to be observed so as to facilitate and expedite security clearance.

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